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MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Report of Records Survey of the Records Integration Division, FI, and Western Hemisphere Division.

1. Representatives of this Office, FI Staff, Records Integration Division, and the General Services Office, have recently completed a comprehensive study of the recommendations proposed in the Records Survey conducted by the General Services Office of the Records Integration Division and the Western Hemisphere Division of the DD/P organization.
2. Each recommendation has been studied separately with particular emphasis placed on the recommendation as it pertained to the operational requirements of the DD/P. The study resulted in the following mutual decisions.
3. The major recommendations of the survey constitute, or are based on, the principle of decentralization of the DD/P registry activities and facilities. It is considered that decentralization will provide less, rather than more, effective registry service to Clandestine Services' components. The decision that centralization of records and related functions is the most satisfactory method of meeting our registry requirements is a result, not only of a continued study within DD/P, but also on actual experience during a considerable period when Area Divisions performed most of the present RI functions.
4. With respect to those recommendations which can be considered apart from the question of centralization vs. decentralization, the following comments are made:

- a. Recommendation No. 5 - That the subject classification of field and disseminated reports be discontinued, and, instead, these reports be arranged and filed in simple numerical sequence according to their source code and number or disseminated number --

This matter was discussed at some length, and it was mutually agreed that the reports would be filed in accordance with the principle of the need determining the system for filing. This will be carried out by the RI Division.

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b. Recommendation No. 9 - That operational and administrative records be maintained in accordance with the Agency File Manual, now in the formal coordination stage --

This item was covered in full in several meetings as well as by memorandum, dated 16 December 1953, commenting on the proposed Manual. It was determined that the proposed Manual does not lend itself to use within the DD/P framework as it is directed primarily for domestic-type correspondence and could be applied only to a limited amount of material handled in the Clandestine Services.

c. Recommendation No. 13 - That all OSS records be removed to the Agency Record Center --

Inasmuch as these records are still fairly active, it was decided that they should remain within the DD/P organization until such time as they are no longer in use when they will be transferred to the Agency Record Center.

d. Recommendation No. 15 - That the use of such methods as Telautograph, Teletype, or other mechanical processes be investigated for adoption in expediting records between various organizational units --

It was agreed that some such system would contribute immeasurably to the DD/P records organization and that representatives of the RI Division would work with representatives of the General Services Office toward the installation of an effective system provided security requirements are met.

e. Recommendation No. 17 - That an active Records Management Program and a Records Management Staff be established reporting directly to the Chief of Administration, DD/P --

An active Records Management Program is presently under way within the Area Divisions and Senior Staffs, which Program is being carried out by the RI Division, generated and supervised by this Staff.

f. Recommendation No. 18 - That we continue to scrutinize our records activities with a view to using machine techniques wherever advisable --

It was agreed that this recommendation carries considerable merit and a continuing study will be made of this matter jointly by representatives of General Services Office and the RI Division.

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5. While one of the motivating factors for proposed decentralization of DD/P records was a possible savings in records personnel, the conclusions, as a result of these discussions, were that the savings in personnel would be so negligible as to be outweighed by the inefficiency of decentralization.

6. Of course, this Office is vitally concerned with the efficiency of the records system for the Clandestine Services and constantly strives for methods of improvement. We also are exerting all efforts to tailor the system to the over-all Agency records procedures as far as security and operational needs will permit and appreciate the assistance and guidance rendered by representatives of the General Services Office.

FOR THE DEPUTY DIRECTOR (PLANS):

/s/

[Redacted Signature]

Chief of Administration, DD/P

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cc: Chief, FI/ADMIN
Chief, RI ✓
Chief, WH

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